

# Westmont Public Library

## Volunteer Policy

### Purpose and Intent

Volunteers bring the library enthusiasm, energy, added talents, and a fresh perspective. They enhance, rather than replace, adequate staffing. They enrich the library's offerings, rather than provide basic service. Volunteer service aids the library in making the best use of its fiscal resources and contributes to sound working relationships with other city agencies, as well as with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers work together for mutual satisfaction.

### Definitions

A **volunteer** shall be considered as any individual, 12 years or older, who assists with work done at the Westmont Public Library, without remuneration. The Library Director may make exceptions to the age requirement.

A **student intern** shall be considered as any middle school, high school or college student who performs volunteer work as part of an authorized school program to earn academic credit.

A **community service worker** shall be considered any persons who seek volunteer assignments at the Westmont Public Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

### Program Guidelines

1. Volunteers work hours at the library when supervisors are readily available. The number of volunteers accepted is based on the amount of work and supervisory time available.
2. Volunteers must complete a Volunteer Application Form and will be interviewed. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of six months. Applicants will be called if a project is identified which matches their interests or qualifications.
3. The library welcomes applicants who have completed sixth grade. Volunteers under 18 must have permission from a parent or guardian.
4. Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.
5. Volunteers are not covered by city insurance, including Workman's Compensation.
6. Prospective volunteers will provide references and submit to a criminal background check. Any costs incurred will be the responsibility of the prospective volunteer, to be reimbursed once they are placed.
7. Volunteers are placed in positions best suited to their skills, interests and availability. We cannot guarantee a position for each potential volunteer.
8. Selection is based on qualifications of applicants, the needs of the library at any given time, and the volunteer's ability to commit to a consistent schedule of hours.
9. Volunteers will be familiar with and agree to abide by the library's Confidentiality of Library Records Policy, as well as all other library rules and policies.

10. Volunteers will contact their supervisor before the assigned shift if they will be absent or tardy.
11. The library has the responsibility to provide training, supervision and recognition to the volunteer.

The Library Director will coordinate publicity and recognition of volunteers for the program. The Volunteer Coordinator, working with the Supervising Managers, will carry out interviewing, selection, placement, scheduling and training of volunteers.